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ABSTRACT

This manual contains forms and instructions for North Carolina's annual review of its migrant education program established under the federal Education Consolidation and Improvement Act. State officials developed this self-review process to simplify compliance monitoring of the state program. The self-review is conducted by local education agencies (LEAs) to (1) monitor compliance with the migrant education program, (2) allow for corrections when non-compliance is identified, and (3) to identify areas in which the state department of public instruction might assist. The instructions include nine steps LEAs should follow in assessing their own programs. A 32-page questionnaire seeking information on LEAs' migrant education program development, progress, and financial recordkeeping is also included. Document includes a list of developers and reviewers of the state monitoring program. (TES)

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RC 016654

PROGRAM REVIEW
FOR
MIGRANT EDUCATION
OF THE
EDUCATION CONSOLIDATION AND
IMPROVEMENT ACT

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Division of Support Programs

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Division of Support Programs
Migrant Education Section

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DEVELOPERS AND REVIEWERS OF THE MIGRANT SELF-MONITORING INSTRUMENT

Listed below are Committee members responsible for developing the Migrant Program Review Component:

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INTRODUCTION

In consultation with representatives from Local Education Agencies (LEAs), the Migrant Section, Division of Support Programs, developed a program review process to simplify and streamline compliance monitoring of the Migrant Education Program and simultaneously maintain the commitment to students with special needs. The goals of the program review are:

- to increase local responsibility for compliance by encouraging school districts and schools to perform a compliance self-review prior to State Department of Public Instruction (SDPI) staff validation of that review,
- to provide technical and management assistance to school districts in preventing and resolving noncompliance problems,
- to maintain a developmental approach to program management and to provide continuity among the various migrant education operational components,
- to address the specific educational needs of migrant participating students through active participation by the local administration,
- to assist in the identification and enrollment of migratory children and youths in migrant education projects as indicated by a record of student enrollments, surveys in the LEAs, and the establishment of new project centers within the state,
- to assist in the development of programs of instruction in reading according to the assessed needs of the migratory children as indicated by a record of technical assistance provided to the local projects, and
- to assist in the development of programs of instruction in mathematics according to the assessed needs of the migratory children as indicated by a record of technical assistance provided to the local projects.

The program review process will be conducted annually. During the 1986-87 school year, the program review was piloted in selected local education agencies.

Summary of the Program Review

The following steps are recommended for conducting self-review:

. Consult with appropriate district administrators.

. Notify appropriate school and district staff.

- Select the self-review team.

- Conduct the self-review.

- Report findings to school district staff. (optional)

- Submit self-review information to the State Department of Public Instruction. (However, if requested, information should be submitted prior to scheduled State Department of Public Instruction monitoring visit.)

MIGRANT PROGRAM REVIEW

A. Purpose of the Self-Review

The major purposes of the self-review are that the local education agencies (LEAs):

. take responsibility for reviewing the Migrant Program for compliance,

. take corrective action when noncompliance is identified, and

. identify areas in which State Department of Public Instruction assistance is needed.

Local education agencies which will be scheduled by the State Department of Public Instruction for a state program review are strongly encouraged to conduct a self-review prior to the scheduled state validation review. All LEAs, including those which are not scheduled for a state review, are encouraged to use this manual to conduct self-reviews at their convenience.

B. Selecting Local Education Agencies for State Program Review

Local education agencies serving migrant students will be placed on an annual cycle for state program review of compliance. The State Department of Public Instruction will notify LEAs identified for review in 1987-88.

C. Conducting a Self-Review

The steps outlined below should be followed:

STEP 1- Consult with appropriate LEA administrator. The LEA superintendent or designee consults with the migrant director.

STEP 2- Notify appropriate school and LEA staff. The migrant director notifies appropriate school and LEA persons of the program review. Persons to participate may include those responsible for the following:

LEA director of instruction,

school principals,

LEA superintendent or his/her designee, if appropriate, and

others (example: LEA record clerk/recruiter).

STEP 3- Submit requested information. The migrant program director should be responsible for completing school program information sheets.

The migrant director will select a sample of schools to be reviewed, based on the following criteria:

- different grade levels among project schools selected,
- different instructional components and services among schools selected, and
- persistent or unique compliance problems in a school.

The migrant director will then notify the LEA of the site(s) selected.

STEP 4- Decide on the self-review approach. There are many ways to conduct a self-review. The models which follow were used by some LEAs during past years and may be adapted to the needs and skills of your staff.

Administrative Approach. For this approach, the migrant director and LEA administrators will review the program using the Program Review Instrument and prepare a report of findings.

Peer Observation Approach. For this approach, a team trained by the migrant director will review the program for compliance at the selected sites. Team members come from the same LEA and/or from a different LEA and usually consist of staff members of equal rank who have similar program responsibility.

Eclectic Approach. A combination of the above approaches may be tailored to local needs. Migrant directors may find it appropriate to contact coordinators or directors in a nearby LEA who have conducted exemplary self-review.

Regardless of which self-review approach is chosen, the outcome should be the recognition of compliance, the identification of noncompliance issues, and the development of a plan for correcting noncompliance.

STEP 5- Select the self-review team. The LEA identifies staff who will participate in the self-review. As all instructional project components operating within the LEA should be reviewed, it is important that persons knowledgeable about each of the instructional components be included on the team.

According to the approach used, the team should, at a minimum, include:

.the migrant director,
.principals of schools to be reviewed,
.teacher,
.curriculum administrator or other appropriate supervisory staff,
.parent representative (if possible), and
.record clerk and/or recruiter.

STEP 6- Develop a schedule for self-review. The school develops a schedule for the self-review. The following guidelines are suggested for scheduling self-review:

a. Schedule the review of each site selected for validation review.

. Inform all educational personnel about the purpose of the review.

. Arrange interviews with the principal and other school leaders.

. Allocate time to observe a sample of students receiving migrant services, and interview teachers, aides, and tutors providing services to the sample students.

. Arrange a group interview of teachers, specialist staff, and other school personnel involved with the program. (Optional)

. Allocate time to review pertinent records and update record clerk on new rules/regulations.

. Arrange an interview with parents and other community members. (Optional)

b. Schedule a time to report self-review findings to the LEA staff.

STEP 7- Conduct the self-review. Use the Migrant Program Review Instrument. Apply the compliance tests in the Migrant Program Review.

The instrument lists the references, review levels, compliance tests and compliance indicators recommended for use in collecting information to determine compliance. Sections a. and e. suggest a sequence of activities for conducting a self-review. (Techniques that can be used to conduct interviews, observe classrooms, and review records appear as Sections c and e.)

a. Hold an entrance meeting.

PARTICIPANTS:

. Migrant director

. Self-review team members

. Appropriate central office staff

. Principal of each school/site to be reviewed

ACTIVITY:

. Discuss purposes and goals of the review.

. Define reviewers' roles and responsibilities.

. Finalize specific times and locations for the reviews.

b. Review each selected school/site.

PARTICIPANTS:

. Self-review team members

. Principal

. Teachers

. Other site personnel

. Teacher aides, tutors

. Students

ACTIVITY: (The self-review team)

. Interview the principal and other school leaders.

. Observe instructional project components and services and interviews teachers, aides and tutors providing services to the sample students.

. Conduct a group interview of teachers, including specialist staff involved with the programs implemented at the site.

. Review pertinent records from current files, i.e., letters, memorandums, etc., from federal and state offices.

. Interview parents, as appropriate.

TECHNIQUE FOR COLLECTING INFORMATION

c. Suggestions for conducting interviews:

The specific interview questions are implied in the instrument. The statement in the "Compliance Indicator(s)" column will suggest the questions and content of the interview.

Interviews may be conducted individually or in small groups on a formal or informal basis. However, we encourage that teachers be interviewed together and aides and tutors be interviewed together regarding program integration and coordination issues.

The purpose of the interview should be to:

. verify information obtained from other sources,

. collect information not available through other sources, and

. resolve discrepancies among information sources.

d. Suggestions for observing classrooms:

The reviewers should visit the classrooms and areas where instructional project services are provided to students in order to gather basic information for the program review. Recommendations for conducting observations are:

. Structure classroom visits to make the most of time available.

. Identify the students participating in the special programs.

. Observe how these students are grouped and how individual assistance is provided.

. Observe teachers, teacher aides, parents, and other school personnel (i.e., tutors, support staff, etc.) as they work with students.

. Listen to the questions asked by the students and the responses made by school staff.

. Observe what the students are doing.

e. Suggestions for reviewing records and documents.

Certain information gathered through classroom observations and interviews should be verified and classified through the review of records. The "Compliance Test(s)" column will identify what should be reviewed. The following are examples of documents which the self-review team may need to review:

. school plans and the Migrant Project Application Plan,

. Individual Education Plan (IEP),

. student diagnostic profile,

. minutes of school site council, school advisory committee, LEA and community advisory committee meetings,

. contracts or agreements with other agencies (if applicable),

. needs assessments and evaluations of staff development and parent education activities,

. lesson plans, individualized instructional plans, curriculum and course outlines,

. newsletters and other communications to parents and the community,

. program evaluation reports, including copies of the most recent self-review and state review findings, and

. position descriptions (job descriptions).

STEP 8- Report findings to local education agency. The LEA holds a meeting to present the final report to all parties designated by the superintendent. The following procedures are recommended:

- introduce the self-monitoring instrument or self-review team,

- explain the purposes of the self-review,

- describe the self-review process and activities,

- report the findings,

- answer questions from the audience.

STEP 9- Submit self-review information to the State Department of Public Instruction (SDPI). Following the program review, the LEA submits the completed Program Review Instrument to the state migrant office.

PROGRAM REVIEW SUMMARY - MIGRANT EDUCATION, ECIA

School District _____

Code ____Region _____Date _____

Contact Person _____

Phone Number ( ) _____

RATING SCALE

4-Exceeds Program Requirements in an Exemplary Manner

3-Meets Program Requirements

2-Meets Program Requirements But Improvement Needed

1-Does Not Meet Program Requirements

0-Not Applicable

INSTRUCTIONS: Rate each standard. Make comments on ratings 1, 2, or 4. Return by May 15 to Daniel Pratt, Assistant Director, Division of Support Programs, Department of Public Instruction, 116 West Edenton Street, Raleigh, North Carolina 27603-1712.

I. PROGRAM DEVELOPMENT — RATING

A. Compliance Item: IDENTIFICATION AND RECRUITMENT: Children receiving services are correctly identified and enrolled.

1. Special education needs of migrant children are identified. 1. _____

COMMENTS _____

2. Identification and recruitment conducted according to Record Clerk's Handbook for rules and guidelines. 2. _____

COMMENTS _____

3. Identification and recruitment training is provided for record clerks. 3. _____

COMMENTS _____

4. The program correctly uses and updates Migrant Student Record Transfer System (MSRTS) records about health and education services. 4. _____

COMMENTS _____

5. Personnel serving migrant students are trained on the purpose and use of MSRTS education and health records. 5. _____

COMMENTS_____

6. The LEA monitors the accuracy, completeness, and timelines of MSRTS data. 6. _____

COMMENTS_____

B. Compliance Item: STUDENT NEEDS ASSESSMENT: Supplemental services are provided to migrant students on the basis of a needs assessment and an Individualized Education Plan.

1. Needs assessment and the Individual Education Plan. 1. _____
COMMENTS_____

2. Individual Education Plans (IEPs) are developed upon completion of the student's needs assessment. 2. _____
COMMENTS_____

3. Assessment data support planned program. 3. _____
COMMENTS_____

4. A comprehensive and supplementary individual needs assessment is completed within five days of each migrant student's enrollment. 4. _____
COMMENTS_____

5. Needs assessment data are summarized. 5. _____
COMMENTS_____

C. Compliance Item: SUPPLEMENTARY SERVICES: The program is supplementary and does not supplant programs funded with local or state funds.

1. Program provides services that are supplementary. 1. _____
COMMENTS_____

2. Program implemented as described in the approved application. 2. _____
COMMENTS_____

D. Compliance Item: PARENT INVOLVEMENT: Parents of migrant students are trained and involved in the educational and health program provided by migrant education in accordance with state statutes and regulations.

1. The LEA regularly consults parents and the Parent Advisory Council (PAC) regarding program activities. 1. _____
COMMENTS _____

2. Composition of PACs and schedules of meetings are in accordance with state laws and regulations. 2. _____
COMMENTS _____

3. The LEA follows a schedule for providing appropriate training to members of the PAC. 3. _____
COMMENTS _____

4. Information to parents on the PAC is provided in a language they can understand. 4. _____

COMMENTS_____

E. Compliance Item: SCOPE, SIZE AND QUALITY: The project must give reasonable promise of meeting the special needs of eligible migrant children.

1. Program scope, size and quality sufficient to offer promise of meeting educational needs of children served. 1. _____

COMMENTS_____

F. Compliance Item: STAFF DEVELOPMENT: The LEA provides staff development to ensure that migrant staff have the skills necessary to address the identified needs of migrant students.

1. Staff development activities are provided which improve staff skills in teaching migrant students. 1. _____

COMMENTS_____

2. Migrant education staff assigned to schools on basis of number and needs of identified migrant students. 2. _____

COMMENTS_____

3. Migrant teachers and other specialists are certified and have assignments appropriate to their certification. 3. _____

COMMENTS_____

4. Non-instructional duties assigned migrant educational personnel are the same as those assigned non-migrant educational personnel at the same site. 4. _____

COMMENTS_____

G. Compliance Item: EVALUATION: Evaluation design meets state and federal requirements.

1. Migrant evaluation procedures are appropriate and are carried out according to plan. 1. _____

COMMENTS_____

2. Migrant education reports and summaries are prepared. 2. _____

COMMENTS_____

3. Project outcomes are disseminated and used in efforts to improve the program. 3. _____

COMMENTS_____

4. Determination is made of whether improved student performance is sustained for more than one year. 4. _____

COMMENTS_____

H. Compliance Item: EDUCATIONAL SERVICES FOR PRIVATE SCHOOL CHILDREN: Educationally deprived private school children residing in project areas are provided the opportunity to participate.

1. Needs assessment data collected for students attending private schools. 1. _____

COMMENTS_____

II. RECORD KEEPING

A. Compliance Item: PROGRAM AND FISCAL RECORDS: The LEA is required in 201.10 to use fiscal procedures that will ensure proper disbursement and accounting of migrant funds.

1. Migrant education program and fiscal records are available and accurate. 1. _____

COMMENTS_____

2. Migrant equipment inventory is maintained. 2. _____

COMMENTS_____

3. Migrant school district maintains control over and title to all equipment purchased with migrant funds. 3. _____

COMMENTS _____

4. Migrant education items are used in current program. 4. _____

COMMENTS_____

5. Migrant equipment is the property of the State of North Carolina. If a migrant education program terminates, the equipment must be returned to the Department of Public Instruction, Migrant Section. 5. _____

COMMENTS_____

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

INSTRUCTIONS: (Rate each compliance standard. Make comments on Ratings of 1, 2, or 4.)

I. PROGRAM DEVELOPMENT

A. Compliance Item: IDENTIFICATION AND RECRUITMENT: Children receiving migrant services are correctly identified and enrolled.

1. Special Education Needs of Migrant Children

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) 204.56 201.30 NGR, Part 9	LEA	.Certificate of Eligibility (COE) .Forms have been correctly completed. .Review all COEs.	.COEs should be completely filled in with appropriate and responsible information including parent signatures.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Identification and Recruitment

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) 201.20 NRG, Part 10 Record Clerk's Handbook	LEA	.Eligibility is correctly determined on the basis of eligibility rules and guidelines. -Review eligibility items on COEs completely. -Assesses accuracy of determination in accordance with Record Clerk's Handbook.	.Accuracy of eligibility determined based on information in all items, using Record Clerk's Handbook for rules and guidelines.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. Record Clerk's/Identification and Recruitment Training

Rating

3. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(s) 201.12(a)(1) NGR, Part 12 Record Clerk's Manual 1. Completion of SE or COE 2. Determination of eligibility	LEA	.Record clerk and identification and recruitment staff receive appropriate training. -Review training schedule records. -Review reports of staff training activities.	.LEA has identified problems and attempted to reduce error rates. .Training activities address identified needs and update record clerk on regulations and procedures.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. The Program Correctly Uses and Updates Migrant Student Record Transfer System (MSRTS) Records About Health and Education Services.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Title I, Sec. 141(6) 201.12(a)(ii) 201.34 201.20	LEA	.Current information regarding health and education services is properly entered onto MSRTS for all children with documented eligibility for migrant education services, and MSRTS records are made available to instructional and health personnel for use in identifying student needs and providing appropriate services. Examine all MSRTS records.	.Information on both the education and health record has been updated (when required) within the last 12 months if the student has been continuously enrolled. .There is an MSRTS educational and health record on file with the migrant staff at the child's school.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

5. Personnel Serving Students are Trained on the Purpose and Use of MSRTS Education and Health Records.

Rating

5. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) 201.12(a)(1) NGR, Part II	LEA	.Interview educational and health staff serving migrant students. .Review training schedules.	.Sessions are scheduled when there have been changes in MSRTS policies, procedures, or personnel. .Staff is familiar with most recent changes and all relevant policies and procedures regarding MSRTS operation. .A file of the most recent policy and procedures memoranda issued from the State should be maintained at the central office and at the school site when appropriate.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

6. The LEA Monitors the Accuracy, Completeness and Timelines of MSRTS Data.

Rating

6. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(c) Title I, Sec. 142(a) 201.12 NGR, Part II	LEA	.Interview personnel responsible for monitoring the MSRTS. .Review the schedule and process for monitoring.	.Evidence that regular monitoring occurs in the MSRTS to determine accuracy, completeness, and timelines of data. .Findings are documented and follow-up measures are taken to correct deficiencies where identified. .Corrective procedures are developed and incorporated into in-service training and staff development.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

B. Compliance Item: STUDENT NEEDS ASSESSMENT: Supplemental services are provided to migrant students on the basis of a needs assessment and an individualized education plan.

1. Needs Assessment and the Individual Education Plan

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Sec. 555 201.12(a)(3)(ii)(iii) 201.32 NRG, Part 7	LEA	.The needs assessment and an Individualized Education Plan should specify services to be provided annually. .Interview administrators, teachers, nurses, aides, parents, students, as appropriate. .Review a sample of at least two (2) student needs assessments from at least three (3) grade levels. .Review services provided by migrant education to eligible children.	.Services: Migrant students are receiving supplemental services which may include: -academic instruction, -remedial and compensatory instruction, -bilingual and multicultural instruction, -vocational instruction, -counseling and career education services, -applicable preschool services, -other educational services as required, -services address needs identified in IEPs, -health card records screenings, immunizations, referrals, services provided, and -data indicated on health cards reflect kinds of services provided as proposed.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. IEPs Are Developed Upon Completion of the Student Needs Assessment.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Sec. 555 201.31 201.32(c) NRG, Part 8	LEA	.Review a sample of at least two (2) Individual Education Plans from at least three (3) grade levels and compare them with the needs assessments.	.Individual Education Plans are developed upon completion of the student needs assessments. .Services identified on Individual Education Plans clearly address the needs identified on the student needs assessments.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. Assessment Data Supports Planned Program.

Rating

3. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(s) Sec. 556(c)(d) 201.32 204.21	LEA	.Review summary assessment data. .Review backup documentation. .Review program priorities.	.Assessment data support program needs for each: -instructional project, -grade level served, and -support project.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. A Comprehensive and Supplementary Individual Needs Assessment is Completed Within Five Days of Each Migrant Student's Enrollment.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 553 Sec. 556(b)(2) 201.32 NRG, Part 8	LEA	.Review a sample of at least two (2) needs assessments from at least three (3) grade levels. .Check dates of enrollment for sampled students.	.Needs assessments: Are completed within five days of child's enrollment. Cover the full range of needs and services identified in migrant legislation. Include assessments concurrently provided by other programs serving the pupil (if applicable).

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

5. Needs Assessment Data Are Summarized.

Rating

5. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 555 201.31	LEA	Review LEA application.	.Summaries of needs assessment data at the central office and local schools.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

6. Children Served by Needs in Order of Priorities.

Rating

6. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Title I, Sec. 142(a)(b) 201.31 NRG, Part 8	LEA	.Review data for: -school-age currently migratory children, -school-age formerly, migratory children, -preschool currently migratory children, and -preschool formerly migratory children annually.	.Interview staff. .Select sample of current migrant children in district from MSRTS. .Compare identified needs with services provided (needs assessment).

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

C. Compliance Item: SUPPLEMENTARY SERVICES: The program does not supplant programs funded with local or State funds.

1. Program is Supplementary and Does Not Supplant.

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 558(b) 204.32 NRG, Sec. 9	LEA	.Review application. .Review records of at least two students at different grade levels (schedule, needs assessment, Individual Education Plan, etc.). .Identify services provided these students by migrant and by other programs.	.Migrant program differs in kind or intensity (example: summer school). .Migrant students have opportunity to receive State and locally funded programs. .Migrant funds used only for service to eligible students, Parent Advisory Council activities in approved application.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Program Implemented as Described in the Approved Application.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556 200.13 204.22 NRG, Sec. 2	LEA	.Review application, amendments, and purchase orders. .Conduct site visit to two schools. .Interview principals, teachers, and students.	.Project activities implemented as approved. .Staff employed. .Observe activity at site(s).

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

D. Compliance Item: PARENT INVOLVEMENT: Parents of migrant students are trained and involved in the educational and health program provided by migrant education in accordance with State statutes and regulations.

1. The LEA Regularly Consults the Parent Advisory Council Regarding Program Activities.

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Sec. 556(b)(3) Title I, Sec. 125(a) 201.35 NRG, Part 14	LEA	.Review minutes of Parent Advisory Committee (PAC) meetings. .Review local education agency policy and informal plans for parent participation. (See LEA's application and documentation.) .Review resource teachers' files. .Review parent involvement files.	.Minutes and agendas of meetings specify parent involvement activities. .Parent involvement.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Composition of Parent Advisory Councils and Schedules of Meetings are in Accordance with Law and Regulations.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Sec. 555(b)(3) Title I, Sec. 142(a)(4) 201.35 NRG, Part 14	LEA	.Review application and Parent Advisory Council composition.	.Composition of LEA advisory committees includes at least two-thirds migrant parents who have been selected by peers. .Parent Advisory Council meetings at the local level are held a sufficient number of times per year as determined by LEA.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. The LEA Follows a Schedule for Providing Appropriate Training for Members of the Parent Advisory Council.

Rating

3. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b)(3) and (e) Title I, Sec. 142(a)(4) Title I, Sec. 125(a) 201.35 NRG, Part 14	LEA	.Review LEA for Parent Advisory Council training activities. .Interview Parent Advisory Council members and parents.	.Training is provided to members of Parent Advisory Councils to enable them to carry out their responsibilities. .Training provided addresses activities of Parent Advisory Council as specified in plans.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. Information to Parents on the Parent Advisory Council is Provided in a Language They Can Understand.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Title I, Sec. 125(e) 203.31 NRG, Part 14	LEA	.Review correspondence sent to Parent Advisory Council parent members (notices, bulletins, etc.). .Interview staff and parent members of Parent Advisory Council (translators may be necessary).	.Newsletters, minutes, or correspondence in the parents' primary language.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

E. Compliance Item: SCOPE, SIZE AND QUALITY: The project must give reasonable promise of meeting the special needs of eligible migrant children.

	Rating
1. Program Scope, Size and Quality Sufficient to Offer Promise of Meeting Educational Needs of Children Served.	1. ☐

Reference(s)	Review Level	Compliance Test(s)	Compliance Indicator(s)
Sec. 555(b)(3) 201.12 204.20 NRG, Part 19	LEA	.Interview teachers. .Interview students. .Interview parents. (Translator may be required.) .Review evaluation.	.Evidence that: -instructional time is adequate, -instruction based on student need, -qualifications of instructional personnel equal that of regular staff, and -quality of instructional materials.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

F. Compliance Item: STAFF DEVELOPMENT: The LEA provides staff development to ensure that migrant staff have the skills necessary to address the identified needs of migrant students.

Rating

1. Staff Development Activities are Provided Which Improve Staff Skills in Teaching Migrant Students. 1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 554(a) Sec. 556 201.12 NRG	LEA	.Review LEA plan for staff development in application. .Review summaries of needs assessments to identify staff needing training. .Review staff development evaluation forms. .Review records of staff development activities.	.LEA staff development activities reflect those described in application. .The LEA compared identified needs of students (using needs assessment summaries) and skills of staff, identified needed improvement and provided staff development accordingly. .Evidence of staff development to address identified needs. .Records indicate number and classification of personnel attending. .Staff development offered by migrant education addresses the special needs of migrant students.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Migrant Education Staff Assigned to Schools on Basis of Number of Identified Migrant Students.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b) 200.59 204.13 NRG, Sec. 6 NRG, Sec. 8	LEA	.Review current migrant staff assignments.	.Schools with similar numbers of educationally deprived migrant children receive similar FTE assignments. .Assignments based on severity of needs.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. Migrant Teachers and Other Specialists are Certified and Have Assignments Appropriate to Their Certification.

Rating

3. ☐

Reference(s)	Review Level(3)	Compliance Test(s)	Compliance Indicator(s)
Sec. 555, 556 204.13 204.22 NRG, Sec. 3, 8 16BCAC 2H.0203(d)	LEA	.Review teaching/job assignments and credentials.	.Each professional staff member holds valid N. C. certificate. .Persons with provisional certificate earn six semester hours per year toward certificate. .Teaching/job assignments appropriate to certification status.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. Non-Instructional Duties Assigned Migrant Education Personnel Are Same as Those Assigned Non-Migrant Education Personnel at the Same Site.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(d)(10) 204.22 NRG, Sec. 8	LEA	.Visit two(2) schools. .Interview migrant teacher.	.Documentation that noninstructional duties assigned migrant teachers are: -supervisory and rotating, -shared by nonmigrant teachers, and -not to exceed 10% of time.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

G. Compliance Item: EVALUATION: Evaluation design meets State and Federal requirements.

1. Migrant Evaluation Procedures are Appropriate and Are Carried Out According to Plan.

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b)(4) 204.23(b)(iii) NRG, Sec. 7	LEA	.Review plan for migrant evaluation. .Review school procedures and tests.	.Participation data collected annually. .Performance data collected annually. .Quality control procedures promote accuracy in collecting and aggregating data.

COMMENTS:

65

66

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Migrant Evaluation Reports and Summaries are Prepared.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b) 204.23(b) NRG, Sec. 13	LEA	.Review report for the prior year.	.Formal report submitted to State Education Agency. .Reports addressed to other audiences (if required for dissemination).

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER (___) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. Project Outcomes are Disseminated and Used in Efforts to Improve the Program.

Rating

3. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b)4	LEA	.Review dissemination plans.	.Summaries of progress made toward each stated objectives.
204.23(b)	School	.Review reports and summaries.	.Principals, teachers, parents and others have copy or access to copy of summaries.
NRG, Sec. 13	Community	.Interview two recipients on information disseminated.	.Outcome data used in planning of current project is used in forthcoming projects.
PM, Sec. VII		.Interview member(s) of planning committee.	

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

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CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. Determination Made of Whether Improved Student Performance Is Sustained for More Than One Year.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b) 204.23(b)1(ii) NRG, Sec. 13 PM, Sec. VII	LEA	.Interview evaluator. .Review prior sustained effects study. .Review design for current study.	.Written plan for sustained effects study include question(s) to be addressed. .Baseline data to be used in study. .Copy of study completed during past three years. .Evidence of impact of study on program plan.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

H. Compliance Item: EDUCATIONAL SERVICES FOR PRIVATE SCHOOL CHILDREN: Educationally deprived private school children residing in project areas are provided the opportunity to participate.

1. Needs Assessment Data Collected For Students Attending Private Schools.

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(b) Sec. 557(a) 200.80 200.82 NRG, Sec. II PM, Sec. XVI	LEA Private School	* .Interview headmaster. * .Determine number of eligible students. * .Review correspondence with private schools -agree to participate, -decline to participate. (* if applicable)	.Program design is based on student needs. .Maintain a list of eligible private school children. .Participation of students during prior year is documented.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

II. RECORD KEEPING

A. Compliance Item: PROGRAM AND FISCAL RECORDS: The LEA is required in 201.10 to use fiscal procedures that will ensure proper disbursement of, and accounting for, migrant funds.

1. Migrant Education Program and Fiscal Records are Available and Accurate.

Rating

1. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 555(d)(e) Sec. 556(b) NRG, Part 21	LEA	.Records are maintained for five years after the completion of an activity for which funds are used.	.Availability of needed documents at the LEA level.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

2. Migrant Equipment Inventory is Maintained.

Rating

2. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(c) Sec. 556(d) 204.13 NRG, Sec. 8	LEA	.Review migrant equipment inventory.	.Inventory file is maintained.

COMMENTS:

77

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PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

3. Migrant School District Maintains Control Over and Title to All Equipment Purchased with Migrant Funds.

Rating

3. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(c) Sec. 556(d) 204.22(d) NRG, Sec. 8	LEA	.Trace equipment to location in following: -district office, -two schools, -institution for neglected, and -a private school, if applicable.	.Equipment is permanently labeled as migrant property. .Indications that property transfers have occurred when needed.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

4. Migrant Equipment Items Are Used in Current Programs.

Rating

4. ☐

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 555(c) Sec. 556(d) 34 CRF Part 74 204.22 NRG, Sec. 8	LEA	.Identify five items of equipment purchased with migrant funds. .Determine location. .Visit Site. .Interview principal and teacher. .Locate equipment.	.Equipment located in or readily accessible to: -district migrant office, and/or -migrant classroom in a school. .Evidence of recent use of equipment in the LEA.

COMMENTS:

PROGRAM REVIEW

MIGRANT EDUCATION, ECIA

SCHOOL DISTRICT _____

CODE _____ REGION _____ DATE _____

CONTACT PERSON _____

PHONE NUMBER ( ) _____

Rating Scale

4-Meets Program Requirements in an Exemplary Manner 4
3-Meets Program Requirements 3
2-Meets Requirements But Improvement Needed. . 2
1-Does Not Meet Program Requirements 1
0-Not Applicable 0

	Rating
5. Migrant Equipment is the Property of the State of North Carolina. If a Migrant Education Program Terminates, the Equipment Must Be Returned to the Department of Public Instruction, Migrant Education Section.	5. ___

Reference(s)	Review Level(s)	Compliance Test(s)	Compliance Indicator(s)
Sec. 556(d) 204.13 NRG, Sec. 3	LEA	.Locate record of most recent disposition of surplus equipment. .Review procedures followed.	.State procedures followec in disposition of: -worn out or obsolete property valued in excess of $500, and -surplus property.

COMMENTS: _____